



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Staffing & Employment Policy

October 2011

We provide a staffing ratio in line with the requirements of the National Standards for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

- We provide a higher ratio of adults to children than the required rate which is:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three - seven years of age: 1 adult : 8 children.
- A minimum of three staff/adults are on duty at any one time.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We work towards offering equality of opportunity for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post.
- Our setting leader and 2 other members of staff hold the level 3 Diploma in Pre-school Practice or an equivalent qualification and the remaining members of our staff hold the level 2 Certificate in Childcare and Education.
- We provide regular in-service training to all staff through various external agencies.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.